

**PHYSICAL THERAPY EXAMINING BOARD  
MARCH 8, 2012  
MINUTES**

**PRESENT:** Lori Dominiczak, PT; Mark Shropshire, PT; Jane Stroede, PTA; Michele Thorman, PT

**STAFF:** Tom Ryan, Executive Director; Sandy Nowack, Legal Counsel; Shawn Leatherwood, Paralegal; Karen Rude-Evans, Bureau Assistant; other DSPS staff

**GUEST:** Kip Schick and Michael Edwards, WPTA

**CALL TO ORDER**

Michele Thorman, Chair, called the meeting to order at 8:30 a.m. A quorum of four (4) members was present.

**ADOPTION OF AGENDA**

**Amendments:**

- Item G – REVIEW OF CLEARINGHOUSE REPORT... replace pages 65-76 with the new insert
- Item I3a – BOARD DISCUSSION OF REQUIREMENTS FOR TEMPORARY LICENSURE AND EDUCATION EQUIVALENCY, is moved to closed session to Item Q13.
- Item N1 is moved to CASE CLOSINGS as Item O1
- Case Status Report (closed session) – insert after page 94

**MOTION:** Lori Dominiczak moved, seconded by Mark Shropshire, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF DECEMBER 8, 2011**

**Corrections:**

- On page 3, under BOARD APPOINTMENTS, Education Liaisons, add Lori Dominczak (alternate)

- On page 6, in the first motion, in the third line, change “complete” to “completed”
- On page 8:
  - Under DEFINITION OF DEVICE, change the sentence to read, “The Board requested a review by Legal Counsel.”
  - Under SCREENING RUBRIC, change the second sentence to read, “Chad Koplien, Division of Enforcement Administrator, and Ms. Nowack will be working to further develop the screening rubric.”
- On page 9, under OTHER BUSINESS, change the sentence to read, “Lori Dominiczak will draft a practice question related to documentation standards.”

**MOTION:** Mark Shropshire moved, seconded by Lori Dominiczak, to approve the minutes of December 8, 2011 as corrected. Motion carried unanimously.

### **SECRETARY MATTERS**

There was no report.

### **EXECUTIVE DIRECTOR MATTERS**

#### **Annual Policy Review and Board Member Guidebook**

Tom Ryan reviewed the annual policies and the Board Member Guidebook with the Board. Board members were asked to complete and return the signature page.

#### **Delegation Motion**

**MOTION:** Lori Dominiczak moved, seconded by Mark Shropshire, that in order to facilitate the completion of assignments between meetings, to delegate authority to the Chair of the Board, highest ranking officer, or highest ranking member on the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

#### **Physical Therapy Examining Board 2011 Annual Report**

Tom Ryan reviewed the PTEB 2011 Annual Report with the Board and corrections were made.

**MOTION:** Mark Shropshire moved, seconded by Lori Dominiczak, to approve the 2011 Annual Report as amended. Motion carried unanimously.

**PRESENTATION OF PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

There were no cases to present.

**FSBPT MATTERS**

**2012 Jurisdiction Board Member and Administrator Workshop, June 21-24, 2012, Alexandria, VA**

The Board reviewed this information and no action was taken on this matter.

**2012 Annual Meeting and Delegate Assembly, September 20-22, 2012, Indianapolis, IN**

The Board discussed the importance of the 2012 FSBTP Annual Meeting and Delegate Assembly.

**MOTION:** Mark Shropshire moved, seconded by Lori Dominiczak, to authorize Lori Dominiczak as the Board's delegate and Jane Stroede as the alternate delegate to attend the 2012 FSPBT Annual Meeting and Delegate Assembly in Indianapolis, Indiana on September 20-22, 2012. The Board Chair may authorize another Board member to attend the meeting in the event that either the delegate or alternate delegate are unable to attend. Motion carried unanimously.

**MOTION:** Mark Shropshire moved, seconded by Lori Dominiczak, to authorize Tom Ryan to attend the 2012 FSPBT Annual Meeting and Delegate Assembly in Indianapolis, Indiana on September 20-22, 2012. Motion carried unanimously.

Michele Thorman would like to invite Jeff Rosa, the FSBPT Liaison for Wisconsin, to a future meeting of the Board.

## **REVIEW OF CLEARINGHOUSE REPORT OF PT 1-9 AND RULE DRAFTING**

### **Review and Discuss Public Comments and Clearinghouse Report**

The Board reviewed this information with Kip Schick, WPTA, legal counsel Sandy Nowack and paralegal Shawn Leatherwood. The Board made some revisions to the rule.

### **Approve Proposed Rule Draft for Filing With the Legislature**

**MOTION:** Lori Dominiczak moved, seconded by Mark Shropshire, to authorize Michele Thorman to approve and sign the final version of Clearinghouse Rule 12-002. Motion carried unanimously.

## **PRACTICE QUESTIONS/FAQ's**

### **Prescription Devices**

The Board reviewed the practice questions. Michele Thorman and Sandy Nowack will work on a FAQ regarding prescription devices. There will be no FAQ on documentation standards.

## **BOARD DISCUSSION ITEMS**

### **Division of Enforcement Matters**

Lori Dominiczak inquired about receiving a report on the number of disciplinary cases in relation to the number of licensees for PTEB, and how this compares to other Boards.

### **Education and Examination Matters**

#### **➤ WPTA Continuing Education Program Approval Procedures – Mike Edwards, WPTA**

Mike Edwards reviewed and discussed the WPTA continuing education approval procedures with the Board.

**MOTION:** Jane Stroede moved, seconded by Mark Shropshire, to ask the WPTA to report back to the Board at the first meeting in 2013 regarding the CE approval process and the audit outcome. Motion carried unanimously.

**Legislation/Administrative Rules Matters**

None.

**Liaison Reports**

None.

**Speaking Engagement, Travel and Public Relation Requests**

None.

**INFORMATIONAL ITEMS**

There were no informational items.

**NEW BUSINESS**

There was no new business.

**PUBLIC COMMENTS**

There were no public comments.

**CLOSED SESSION**

**MOTION:** Mark Shropshire moved, seconded Lori Dominiczak, to convene to closed session to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation with administrative warning (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)). Roll call vote: Lori Dominiczak-yes; Mark Shropshire-yes; Jane Stroede-yes; and Michele Thorman-yes. Motion carried unanimously.

The Board convened into closed session at 11:24 a.m.

**RECONVENE INTO OPEN SESSION IMMEDIATELY  
FOLLOWING CLOSED SESSION**

**MOTION:** Lori Dominiczak moved, seconded by Jane Stroede to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 1:03 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED IN CLOSED SESSION**

**VALIDATION OF EXAMINATION SCORE**

**MOTION:** Mark Shropshire moved, seconded by Lori Dominiczak, to validate the score for the oral examination candidate. Motion carried unanimously.

**CASE CLOSING(S)**

**MOTION:** Lori Dominiczak moved, seconded by Mark Shropshire, to close case **11 PHT 008 for compliance gained (P2)**. Motion carried unanimously.

**MOTION:** Mark Shropshire moved, seconded by Jane Stroede, to close case **11 PHT 007 for prosecutorial discretion (P5) with a flag should the license be renewed**.

**OTHER BUSINESS**

Michele Thorman asked about the possibility of a Board retreat.

Jane Stroede and Lori Dominiczak attended the WPTA legislation day yesterday.

The Board discussed education equivalency related to PT's taking the PTA examination.

The Board members reviewed their tasks from this meeting.

Board members should submit all agenda items to Michele Thorman at least 14 business days prior to the board meeting date.

**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

**MOTION:** Lori Dominiczak moved, seconded by Jane Stroede, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:31 p.m.